

Email to Exempt.

Hi all, Even though you are exempt, there is a lot for you at this year's symposium.

I want to share the following information:

- 1) Lockheed Martin to attend.
- 2) Number of registrants scheduled to attend.
- 3) Exhibitors Information.
- 4) Lockheed Martin looking for full time hires.
- 5) Our guest speakers.
- 6) What to wear.
- 7) What to expect regarding food.
- 8) Luncheon instructions.
- 9) Most recent oral presentation list.
- 10) Oral Presenters: 3 things...
- 11) Poster presentation instructions.
- 12) The program guides.
- 13) Banquet etiquette
- 14) Note to December '02 and May '03 graduates.

- 
- 1) Lockheed Martin is looking for full time hires. Many of you who were exempted from presenting at the symposium are exactly what Lockheed Martin is looking for. Many of the LMCO sites do not require graduate degrees. Many are not looking for research students, but those that have demonstrated technical skills. I've communicated at length with several LMCO representatives and they want to meet those of you that are technical/non research. I was very excited to gain this information because this means that the LMCO exhibitors will have a great pool of students to look for hires from.
  - 2) Number of registrants to attend (as of 7/ /02: 683). An incredible record!!! Another record is the number of students presenting. We have about 150 oral presenters and about 120 poster presenters for a total of 270 students, about 100 more than last year. Amazing!
  - 3) Attached is a Word document with information on all exhibitors. I want you to know who all will be there and what their purpose is at the symposium. We will have several types of exhibitors. Fellowships, Lockheed Martin Companies, professional societies, and Colleges and Universities. Also in attendance will be a representative from DOE and other labs, including Los Alamos and Sandia California.
  - 4) Lockheed Martin looking for full time hires. Many of you who were exempted from presenting at the symposium are exactly what Lockheed Martin is looking for. Many of the LMCO sites do not require graduate degrees. Many are also not looking for research students, but those that have demonstrated technical skills. I've spoken at length with several LMCO representatives and they want to meet those of you that are technical/non research. I was very excited to gain this information because this

means that the LMCO exhibitors will have a great pool of students to look for hires from.

- 5) Attached are the bios on our two guest speakers. The luncheon speaker is : The dinner speaker is
- 6) Amanda Aguilar compiled the resume and abstract books and they are in the hands of the exhibitors. This gives them the information they need to target students to meet with and presentations to attend. Thank you so much for getting your information in to us so that we may share this with the exhibitors. If you were unable to get your resume in on time, please bring your resume with you to give them a hard copy.
- 7) Attached are the evaluation forms that have been provided to the judges and moderators so that you know how your presentations will be evaluated. While we don't have specific judges for the posters - the people you select will be using the form attached.
- 8) Narratives and technical papers: We want a hard copy as well as an electronic copy on disk or CD. We would have liked to ask you to email them, but the files are too large for our email system to handle. Another alternative is for you to put them out on the drop zone at the following address. Instructions:
- 9) What to wear: Appropriate attire is professional business attire. For the men, shirt and tie. You may wear a jacket if you wish, but a tie will be enough.
- 10) Information on Food: In the morning there will be fresh fruit, regular and decaf coffee, and hot tea. In the afternoon there will be some sort of snack and lemonade. For the dinner, we will be serving heavy Hour's De Oeuvres. The hotel promises that no one will walk away hungry. We had to do this because of the number of registrants we have this year.
- 11) We are on a tight schedule for the lunch. Session 3 ends about 11:45 and the lunch starts on 12. Because of our tight schedule, please get straight to the banquet room so that our presentation can start at 12:05. All the lunches will already be on the table - if you have a vegetarian plate you will need to alert a server that you need to get your vegetarian plate. Thanks for you help!!!
- 12) Attached is a list of the students I have scheduled to present a poster as of about 7/24. Because Connie and Jerry are handling the presentation schedules, I have not been able to keep up with the changes since last Wednesday. If you need corrections made to the attached poster list, please contact Jerry Gallegos.
- 13) A) As you know, you only have a total of 15 minutes for your presentation, including set up and question and answer time. If you are giving a PowerPoint presentation, have it loaded on your laptop and ready to plug into the Proximas. B) We will have overhead projectors in every room. Please bring printed slides as a back up just in case there is any problems with equipment. C) We will have CSU's in every room to assist with any technical difficulties.
- 14) Last week you also got Connie Jackson's information on poster presentation instructions. The final layout of the poster room layout will be available Tuesday or Wednesday and emailed out to all of you. Poster student will know exactly where to set their poster up. We will also have maps at the entrance of the poster presentation room. Poster students should have their posters set up the 8 am start of the symposium and take them down when the symposium ends at 5:20. As mentioned above, the evaluation form for poster presentations is attached. Part of our difficulty

in getting judges for all the students is because we have 100 more students than last year.

- 15) The program guide is what is given out at the symposium at registration. It is just about finalized for printing. This will give all symposium attendees information on what room you are presenting in and what your abstract title is.
- 16) Please, no taking drinks into the banquet. This is a Sandia sponsored event and completely alcohol free.
- 17) If you are graduating this December or next May, and you are interested in continuing on to graduate school, please give me a call so I can send you information on transiting to graduate status. I can also give you more information on what options are available to try and fund graduate school; two of which are NPCS and GEM. Both will have representatives exhibiting.
- 18) On line registration for the symposium has closed. We are calculating final numbers today, Sunday, to give the hotel our food numbers Monday morning. If you are still interested in attending any of the non-meal functions, please contact Amanda Aguilar for a paper registration form.

Thanks everyone - I can't wait to see you at the symposium!!!!